

JOURNAL OF CLIMATE

20 October 1976

Major General Paul J. Chaffey, USA, Chief, VIII Division

Controller : Acting Controller

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3120
3124
3127

25X1A6C

1. References (a) and (b) report a shortage in the cash funds of subject station's accounts in the amount of 33,200 [redacted] (approximately \$33,200).

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2. Reference (c) indicates that [REDACTED] reviewed the circumstances surrounding the shortage during his July 1956 visit to the station and concluded that the amount of the shortage did not justify further efforts to identify the reason for the shortage.

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2. Reference (c) has been referred to Finance Division without recommendation or action by the WI Division. We assure that it is the desire of WI Division that this case be presented to the Board for review of shortages or losses for consideration of relief of the custodian of funds from pecuniary liability for the shortage in accordance with the general recommendation of [redacted]

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In order to obtain relief from pecuniary liability for [redacted] shortages of official funds, it is ordinarily necessary for custodians to establish that they have complied with the requirements of regulations with respect to the custody and control of funds and have exercised reasonable diligence and care in the safeguarding of official funds entrusted to their care. These facts are usually established by an investigation and report initiated by the Chief of Station covering at least the following points:

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- a. The amount of money involved.
- b. The date the loss or shortage became known.
- c. The names of the employees responsible for the funds.

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- a. The names of other employees having access to funds.
- b. A description of the facilities available and used for the safekeeping of the funds.
- c. A detailed statement of procedures used in handling the funds.
- d. The frequency with which funds were counted and the names of the employees who performed the counts.
- e. A factual statement of findings and conclusions by an employee assigned to investigate the matter by the Chief of Station.
- f. The probable cause of the loss or shortage in the opinion of the Chief of Station.
- g. The recommendation of the Chief of Station for action to settle the account, and reasons in support thereof.
- h. A statement of measures taken by the Chief of Station to prevent subsequent shortages or losses of the type involved.
- i. A statement from the accountable or responsible officer concerned with the shortage.

6. If after development of pertinent data, the WII Division desires to present the case for consideration of relief from accountability, the case should be presented in staff study form to the Board of Review for Shortages and Losses through this office.

Reference (c) is attached for your further action.

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Other, Finance Division

2. Experiments

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